

DISPATCH SUPERVISOR

Police Department

POSITION DESCRIPTION

Perform duties related to radio monitoring, assisting citizens, and maintaining records for the department. Supervisory duties include scheduling, discipline, training, and shared authority for policy, procedures, and hiring. Reports directly to the Captain of Patrol and works under the general direction of the Shift Commanders.

EDUCATION

High School diploma or equivalent. (Must be 18 years of age or older and maintain a telephone at residence.)

QUALIFICATIONS

- Must successfully complete the following:
 - Spelling and grammar test approved by the department
 - Basic Communications Officers Course at the Indiana Law Enforcement Academy
 - Basic IDACS/NCIC Certification Course
 - Required recertification courses
- All applicants are subject to a police background check.
- Ability to orally communicate with people effectively.
- At least two years of Computer Aided Dispatch experience.
- Prior supervisory experience desirable.
- Ability to make decisions under pressure which involve emergency situations.
- Extensive knowledge of communications center radios, computers, telephones, IDACS System, the RMS System, and other computer software as assigned.
- Working knowledge of social service agencies and other organizations in the community.
- Extensive knowledge of streets and alleys in the City and working knowledge of street and highway layout in surrounding area.

HOURS

Regular Full-Time, 12-hour shifts

BIWEEKLY SALARY

\$1,065.71 - \$1,461.54

LOCATION

Tippecanoe County Sheriff's Department
2640 Duncan Road, Lafayette

Employment application available on the City web page or at City Hall, Human Resources Department, 609 West Navajo Street, West Lafayette. Position closed June 30, 2010.